SPREADSHEET TO ESTABLISH POTENTIAL ENROLLMENTS BY COURSE F04

Course Information

- The sheet contains a list of courses taught in your department according to the Master Schedules for F00-F04.
  - If sections of a course were offered on the internet there is a W in the Web ITV column.
  - If sections of a course were offered via ITV there is an ITV in the Web ITV column.
  - If sections of a course were offered at a High School for Dual Credit there is a H in the Off Campus column.
  - If sections of a course were offered off campus there is a designation in the Off Campus column (S Three Rivers CC or Benton or Rolla; P Perry County HEAC; N St Louis-Flo Valley, Farmington High School, Lindbergh High Sch, SE Hosp Coll Nurs, Jefferson College, Mineral Area Coll, Farmington High Sc, St Louis Area, SO Co Ctr Stlcc, Harris-Stowe Coll, St Louis-Flo Valley, Kansas City Area, Columbia Area, Sedalia/Petts Co, St Joseph, Var Sites Ozark Pl; K Kennett HEAC; I Sikeston HEAC; B Bootheel Education).
  - If you have added courses add them to the list.
  - If you have officially deleted courses place an X in the Delete column.

- The current potential column gives the potential on record.

Columns which may require additional information

- **Contact Hours**
  - Enter the contact hours if they are different than the credit hours for the course. Most departments will not do this.

- **Mode**
  - Identify a course historically taught off-load by placing an “O” in the mode column.
    - theses, independent studies, readings, research, internship, practicum etc.
  - Identify a course listed in more that one department by placing a “X” in the mode column.
    - For example AO555, Soil Class & Res Mgt taught in Ag and GO555 Soil Class & Res Mgt taught in Geoscience.
  - Identify a mixed enrollment course by placing a “M” in the mode column for each course involved.
    - A set of courses taught essentially together in one room to one set of students (i.e., BI643/BI443).

- **New Potential**
  - For courses with no current potential enrollment determine the maximum number of students that can be taught in a section and enter that number in the column.
    - Potential enrollment for courses with a special designation in the mode column.
“off load” (not in load or over load) course designated by O in the mode column
- the potential enrollment will be zero.

mixed enrollment class designated by M in the mode column
- the potential enrollment would be established for the class and will cover all of the courses in the set (i.e., BI643/BI443)
  - enter the potential enrollment for one of the courses in the set
  - the potential enrollment for the others will be 0

cross-listed courses designated by X in the mode column
- the two chairs would decide the maximum enrollment for the course and how they are going to divide that.
  - for example a course with a target of 40
    - 15 in Department A and 25 in Department B
    - 20 in Department A and 20 in Department B.
    - 20 or 25 would be listed as the potential enrollment for Department B and 15 or 20 for Department

Limiting factor
- select a category for limiting factor and place the letter in the column
  - F for facilities
  - P for pedagogy
  - S for safety

Change potential
- In the rare event that circumstances, such as change in available room size, have changed since the potential was established in a way that mandates change in the potential enrollment, place the new potential in the change potential column. Provide a specific detailed rationale for the change in the rationale column.

Rationale
- Provide a rationale for the limiting factor
  - Possible examples – the rationales given are intended as examples and may not be appropriate for every course. It is anticipated that you may use additional rationales.
    - Limiting factors with sample rationales
      - Facilities
        - if a special room, e.g. lab, is needed, the space in that room could limit the class size
        - if a room that could take a larger class is not available through Resource 25
        - if special equipment is needed the availability of equipment could limit enrolment
      - Safety – the use of equipment or specific procedures require a smaller group
        - Indicate the nature of the equipment and/or procedures
      - Pedagogy – specific pedagogical techniques require a smaller group
        - indicate what they are and why they require a smaller class
- Provide a rationale for the changed potential